



City of Wenatchee Parks and Recreation

PO Box 519 • Wenatchee, Washington 98801 • (509) 888-3284 • www.wenatcheewa.gov

Dear Park Event Applicant:

On behalf of the City of Wenatchee we would like to thank you for considering using City owned park property for your event. It is a goal of the Parks and Recreation Department to ensure that all of our City Parks remain beautiful and available for everyone to enjoy both now and into the future and that neighborhoods are not adversely impacted from the event occurring. For this reason we require all large groups and special events to provide detailed information about their proposed activities. Our staff will then work with you to determine how to successfully coordinate your event while not adversely impacting the park, neighborhood or other users.

Enclosed you'll find a Special Event Permit Application which is needed if your proposed event is to be wholly contained inside a City Park.

Please return the completed application, all supporting materials (parking plan etc.). Please make sure you address all of the items contained in the Event Requirements section and sign and date the application as we cannot fairly consider your request without the complete application information. Incomplete applications will not be considered.

Upon fulfillment of the requirements indicated, and we are in receipt of all needed documents, insurance, permits and fees; the City of Wenatchee Parks and Recreation Department will issue a permit to hold your event or a conditional permit.

We look forward to working with you to ensure the success of your park event. In the meantime, if you have any questions, please contact the Parks & Recreation Office at (509) 888-3284.

Sincerely,

City of Wenatchee
Parks & Recreation Department



Wenatchee Parks and Recreation Department

Special Event Permit Application

CONTACT INFORMATION

Organization/Sponsor: _____
Person Responsible: _____
Mailing Address: _____
City: _____ Zip: _____
Day Phone: _____ Evening Phone: _____
E-mail: _____

GENERAL INFORMATION

Name of Use/Event: _____
Description: _____

Date (s): _____ Time (s): _____

Cost: City Resident \$180 Non-Resident \$198 Estimated attendance: _____
Damage/Cleaning Deposit: \$500 *Additional required cleaning billed at \$160/hour
Park Requested: ☐ Lincoln ☐ Rotary ☐ Centennial ☐ Memorial ☐ Pioneer
☐ Western Hills ☐ Wenatchi

Please attach an event map indicating the layout of your event

Please note any specific assistance you are requesting from the City, including special hook-ups to electricity and water, and/or use of City equipment and materials. _____

HOURS OF USE (Includes set up and take down)

FROM	TO	ACTIVITY	FROM	TO	ACTIVITY
_____	_____	Horses/Animals	_____	_____	Stage
_____	_____	Live Music	_____	_____	Dance
_____	_____	Amusement Rides	_____	_____	Vendors
_____	_____	Food Services	_____	_____	Gambling
_____	_____	Alcohol Served	_____	_____	Sanitary
_____	_____	Amplification Equip.	_____	_____	Rockets
_____	_____	Camping	_____	_____	Parade
_____	_____	Aircraft	_____	_____	Firearms
_____	_____	Other: _____			

CONDITIONS AND CANCELLATION

Permit approval may be conditioned upon complying with mitigation measures concerning, time, place, and manner of the event, provision of additional liability insurance and/or security, traffic control measures, sanitary facilities, food or alcohol permits or other requirements as contained within the Park Event Requirements Section or as deemed necessary by the City of Wenatchee to protect the safety of persons and property.

Applications shall be made a minimum of thirty (30) working days prior to the event.

The Parks and Recreation Department reserves the right to cancel the permit for cause at any time.

Applicants wishing to cancel the Special Event Permit must do so in writing a minimum of five (5) business days prior to the event. Failure to provide notice may result in denial of future applications.

INDEMNIFICATION AGREEMENT

The sponsor/authorized representative agrees to defend, indemnify and hold the City of Wenatchee, its appointed and elected officials, employees and agents form and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Wenatchee.

_____ Signed	_____ Date
-----------------	---------------

OFFICE USE ONLY

<input type="checkbox"/> Fees Amount Paid: _____ Date Paid: _____	Receipt Number: _____
Deposit Paid: _____ Date Paid: _____	Receipt Number: _____

<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Emergency Services Plan	<input type="checkbox"/> Communication Plan
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Transportation/Parking Plan	<input type="checkbox"/> Sanitary Services Plan
<input type="checkbox"/> Trash and Recycling Plan	<input type="checkbox"/> Site/Location Map	

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied
-----------------------------------	---	---------------------------------

Signature: _____	Date: _____
------------------	-------------

Conditions: _____

APPROVAL/DENIAL LETTER SENT: _____	PERMIT NUMBER: _____
------------------------------------	----------------------

DEPOSIT REFUNDED: _____	AMOUNT: _____	DATE: _____
-------------------------	---------------	-------------

ROUTING: <input type="checkbox"/> Public Works <input type="checkbox"/> Police	<input type="checkbox"/> Fire <input type="checkbox"/> Link <input type="checkbox"/> DOT	<input type="checkbox"/> Ambulance
--	--	------------------------------------

General Procedures Statement

Special events that occur in Wenatchee Parks impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. Many Wenatchee residents participate in these events, but most do not.

The City of Wenatchee has established procedures that allow for advance planning and management of personnel, financial resources and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and park event producers to achieve their mutual goals.

The City reviews all requests and makes decisions to permit events based on the following criteria:

- Priority given to City of Wenatchee sponsored events.
- Event has local ties and/or interest.
- Health and safety.
- Provides benefit to the community.
- Overall impact on street access and closures.
- Consideration of day and date of event that might conflict with other activities.
- Availability of City resources.
- History of an event.
- Acceptance by other affected agencies.

Park Event Requirements

Specific requirements for individual events vary depending upon the size, scope and type of event. To help ensure the safety of participants and the success of events, the following are requirements for Special Events have been established.

- Pre Event Coordination – Provide and submit all necessary pre-event information and documentation including any communications with City staff and other affected agencies; and meet all event requirements and criteria in a timely manner. Meeting/Site Inspection, Site Layout & Map including set-up and take down plan.
- Documentation of volunteer event staff – Provide information of organization or group providing volunteer services. This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event.
- Parking Plan – Provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with transportation agencies such as LINK, DOT and City of Wenatchee Public Works, Fire and Police Department that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Wenatchee. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.
- Impacts to residents/neighborhoods, businesses, transit, and other agencies – Provide a Communication Plan to include copies of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, closures, noise, etc.) that may affect them. This communication should be completed 4 weeks prior to the event.

- Traffic Control Plan – Provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. You will need to apply for a right of way permit from the City of Wenatchee Public Works Department if using public streets for your event. The City of Wenatchee does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.
- Emergency Services Plan (First Aid & Medical Assistance) – Provide a site diagram of the event for emergency access routes and a written plan to mitigate fire & emergency medical emergencies.
- Concert Requirements – Must adhere to City Noise Ordinance (WMC 6A.040) and is subject to a post event evaluation. The portion of the code that restricts noise and applies to concerts or amplified sound includes: Loud and raucous, or frequent, repetitive, or continuous sounds created by musical instruments, audio sound systems, band sessions, or other devices capable of producing, amplifying, or reproducing sound which unreasonably disturbs or interferes with the peace, comfort and repose of another and can be clearly heard by a person of normal hearing at a distance of 50 feet or more from the property from which the sound originates. Yelling, shouting, hooting, whistling or singing on or near city streets, particularly between the hours of 11:00 p.m. and 7:00 a.m., or at any other time and place which unreasonably disturbs or interferes with the peace, comfort and repose of another. Event must conclude no later than 9:00 p.m. No refunds of event fees will be given in the case of cancellations due to noise.
- Trash Receptacles & Removal –The City of Wenatchee provides only the existing park trash receptacles. Trash collection, disposal, additional receptacles and trash bags are the responsibility of the event organizer. Provide a trash control plan indicating collection methods, number and type of receptacles and disposal. All trash must be removed from the park following at the conclusion of the event returning the park into the same condition as it was received.
- Security and Crowd Control – Any City requirements for uniformed public safety officers or City Staff will be determined by the City and must be arranged by the event organizer. The cost of these services is the responsibility of the event organizer.
- American with Disabilities Act (ADA) Requirements
The ADA requires the City of Wenatchee and public accommodations to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.
- Insurance Requirement: The applicant shall secure and maintain a policy of general liability insurance with combined single limits of liability no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. The City shall be named as an additional insured on this policy. The applicant shall provide a certificate of insurance evidencing the required insurance before using the facility. Insurance is to be placed with issuers with a current A.M. Best rating of not less than A: VII (rating must be noted on certificate next to name of insurance company). A copy of the endorsement page naming the City as additional insured must also accompany the certificate.
- Accompanying Permits: Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process; i.e., Chelan County Health Department, electrical inspections through State Labor & Industries, City Sign Permits, Right of Way Permits, etc. Additionally, other fees may be assessed; i.e., fire, aid, maintenance and/or police services. All Park Event Use Permits shall be temporary and may be revoked for good cause.

- **Park Rules:** Park rules and policies are in effect during special events. It is the responsibility of the event organizer to review, adhere to and understand rules governing the use of City owned park areas.
- **Fees:** All permit fees must be paid at the time of application. A facility is not reserved for an event until the fees have been paid in full. Payment of fees does not constitute permit approval. Fees are established annually by the City Council. Additional charges for extra cleanup required or damage to City property by the event or other additional charges for City services will be made at the conclusion of the event and shall be paid within 30 days of billing.
- **Cancellations:** If the applicant cancels the event: More than 7 days before the scheduled event there will be a full refund less the processing fees. Less than 7 days before the scheduled event, no refunds will be made. If the City cancels your event due to natural catastrophe or dangerous conditions to participants, you will receive a full refund or the event can be rescheduled to another date as available. If the City cancels the event due to unsafe conditions created by event participants or failure to adhere to event conditions, no refunds will be made.
- **Restroom Facilities:** Adequate and accessible restroom facilities are often limited or not available at park event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for park events. The number of portable restrooms required will be reduced for events that are located in park areas that have permanent restrooms available. This number varies depending upon the specific park site.

Number of Hours for Event										
	1	2	3	4	5	6	7	8	9	10
Number of People	Number of Portable Restrooms									
0 - 500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

- **Recycling:** Senate House Bill 2056 established a recycling program that requires the organizer to provide recycling containers at every official gathering and sports facility. Vendors selling single-use aluminum, glass, or plastic bottles or cans are required to provide the recycling receptacles or reverse vending machines and provide service for the transport and recycling of the materials they sell. An official gathering is defined as any event where authorization to hold the event is approved, recognized, or issued by a government, public body, or authority, including fairs, musical concerts, athletic games, festivals, tournaments, or any other formal or ceremonial event during which beverages are sold by a vendor or vendors in single-use aluminum, glass, or plastic bottles or cans. Sports facilities are defined as outdoor recreational sports facilities, including athletic fields and ball parks at which beverages are sold by a vendor or vendors in single-use aluminum, glass, or plastic bottles or cans.
- **After event:** At a pre-arranged time and date during City of Wenatchee normal business hours an event debriefing meeting and site inspection (if inspection is necessary) will be conducted. If extra services and charges are incurred, the final invoice will be paid for those services.

Park Regulations and Information

For your safety and enjoyment, please observe the following when utilizing city parks and recreation facilities:

Initial

PARK RULES (Summarized from Wenatchee Municipal Code 6A.18.000)

- ____ 1. The City assumes no liability for the condition of park property subject to the regulations, for the adequacy of the regulations on park property, or for claims for damages arising from the failure to enforce them.
- ____ 2. Persons using facilities by permit will be required to protect, save and hold the City, its elected and appointed officials and employees while acting within the scope of their duties, harmless from and against all claims, demands, and causes of action of any kind. The misuse of a park facility or the failure to conform to the regulations, the instructions of Department employees, or the conditions of a permit will be sufficient reason for denying any future permits.
- ____ 3. City parks are open to the public from 6:00 a.m. to 10:00 p.m.
- ____ 4. Park in designated spaces only. No driving or parking in the park unless authorized through the conditions of this permit.
- ____ 5. Bicycles may be operated only on paved and graveled trails and/or designated trails.
- ____ 6. Skateboarding is prohibited upon any public sidewalk where signs prohibit the activity.
- ____ 7. Launching, takeoff and landing of aircraft is prohibited in all city parks, except aircraft used to transport injured persons in the event of an accident, disaster or emergency.
- ____ 8. Launching of rockets is allowed in designated city parks through an approved Special Event permit and following the specifications designated in the Wenatchee Parks and Recreation policy and procedure manual.
- ____ 9. Dogs must be under control by means of a leash. Handlers are required to have in their possession the equipment necessary for, and are required to, pick-up, bag, and dispose of all animal waste, left by their pets, in a proper disposal can.
- ____ 10. No person shall hunt, catch, or injure any wild animal or bird on park property.
- ____ 11. Overnight camping is prohibited on park property without a Special Event Permit.
- ____ 12. Campfires are prohibited on park property except in designated areas.
- ____ 13. Charcoal barbecues are prohibited except in designated areas or with an approved Special Event Permit.
- ____ 14. Depositing trash or litter on any park property, except in public receptacles is prohibited.

- _____ 15. The sale of food, drink, other merchandise, rental of any merchandise or materials, or any services on park property is prohibited, unless the seller has either written permission from the Parks and Recreation Director, or a concession sales contract with the City of Wenatchee.
- _____ 16. It is unlawful to distribute or post any handbills, circulars or place or erect any signboard, sign, advertising, decoration, or similar structure on any park property, without the written permission of the Parks and Recreation Director.
- _____ 17. It is unlawful for any person to engage in any activity that has been deemed potentially hazardous to public safety on park property, or incompatible with park property usage as designated.
- _____ 18. Except as may otherwise be permitted by the City, games of any kind are prohibited in parking lots and roadways of all City park facilities.
- _____ 19. The possessing, opening, or consuming of any alcoholic beverage on park property is prohibited, except in those areas, or at those events that:
 - 1. Have appropriate licensing from the State of Washington; and
 - 2. Have an approved Special Event Permit.
- _____ 21. No person shall possess, discharge, set off, or cause to be discharged, in or into any City park area, any firecracker, torpedo, firework, explosive, or substance harmful to the life or safety of persons or property, unless so authorized by a Special Event Permit.
- _____ 22. Discharge of a firearm, bow and arrow, crossbow, or air or gas weapon in a city park is prohibited.
- _____ 23. It is unlawful for any person to remove, injure, deface, damage, or destroy park property. This prohibition applies to all aspects of the natural or landscaped environment and to any structure, object, equipment, improvement, or other park property.
- _____ 24. It is unlawful to collect, gather, or harvest natural resources or other materials on park property except by written permission of the Parks and Recreation Director.
- _____ 25. The following is prohibited: Place, erect, or maintain any structure or obstruction of any kind on park property; Deposit or store any refuse, debris, vegetation, personal property, litter, or any other material on park property; Mow, prune, cut, clear, plant on, or otherwise alter or disturb any park property.

Park Policies

- _____ 1. Wenatchee City Parks are designated as Tobacco Free Zones. Use of tobacco products is not allowed. Resolution 2009-65.
- _____ 2. Organizations utilizing Wenatchee City Parks for athletic purposes must adhere to the City of Wenatchee Community Athletics Program Non-Discrimination Policy and provide equal opportunity and access for boys and girls, women and men. Resolution 2009-64.